

Providence Willamette Falls Community Center
519 15th St., Oregon City, OR 97045
(503) 216-3280 Option #1

The meeting leader is expected to read and follow all procedures before, during and after the event.

Business hours are Monday 7 a.m. to 5 p.m., Tuesday through Thursday 7 a.m. to 8 p.m. and Friday 7 a.m. to 5 p.m.

Please fill out this form and email it to ORPSAMeetingServices@providence.org

Organization

Contact Info:

First Name

Last Name

Address

City

State

Zip Code

Phone

Fax

Email

Customer #

Confirmation #

Meeting Name _____

Use this area for multiple meetings dates

Clean-up Time

Number Attending

Meeting End Time

Special Set-up

AUDIO-VISUALS

**Food Services - Call for catering information
503-216-3280 Option #1**

Signature
Meeting Date

Date

Set-up Time

Meeting Start Time

SET-UP

AUDIO-VISUALS

No shows or cancellations of 72 hours or less will be charged full room rate.

All meetings are subject to approval.

For Office Use Only